



Planning a Special Event?

Contents:

General Special Event Information	2
Risk Management	3
<i>Special Event Permit Application and Insurance Requirements</i>	
Green Bay Metro Fire Department	4
<i>Fireworks and Emergency Medical Services</i>	
City of Green Bay Police Department	5
<i>Event security and directing traffic</i>	
City of Green Bay Department of Public Works	6
<i>Parking, Road closures Utilities and Street Sweeping</i>	
City of Green Bay Parks and Recreation Department	7
<i>City parks, CityDeck and Park Facilities</i>	
Brown County Health Department	9
<i>Selling / preparing food</i>	
City of Green Bay Clerk's Office	10
<i>Permits to sell alcohol</i>	
City of Green Bay Building Inspection	11
<i>Tents</i>	
Drones , Food Trucks, Fees, and Other Useful Information	12
Other Useful Information (cont.)	13

General Special Event Information

The City of Green Bay defines a “Special Event” per City Ordinance 6.15 as:

“An athletic event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show or other similar display which interferes with the normal flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the normal use of parks or other public grounds.”

- If your event will be held solely on private property, the event is likely not a “Special Event” unless the event will interfere with the normal flow, regulation, of traffic upon:
 - Streets
 - Sidewalks
 - Right of Ways
- If your event is a walk/run and will be held on public grounds in the City of Green Bay your event will be considered a “Special Event”.
- If your event will be held in a City Park and is not considered normal use of the park according to the Green Bay Park’s Department your event will be considered a “Special Event” contract the Parks Department at 920-448-3365 to discuss whether or not your event is considered normal use of the Park.
- If your event is a parade within the City of Green Bay, your event will be considered a “Special Event”.
- If your event is requesting street closures, you event will probably be considered a “Special Event”.

If you are not sure if your event will be considered a special event contact Risk Management at **920-448-3125**.

If you events meets the definition of a special event, submit the following at least 60 day prior to your event;

- 1) A completed Special Event Application Form. This form can be found at:
<http://greenbaywi.gov/humanresources/wp-content/uploads/2013/01/Special-Event-Permit-Form.pdf>
- 2) A legible detailed map outline the perimeter of your event and the route if you are submitting an application for a walk/run.

Submit your special event application along with your map to:

City of Green Bay

100 N. Jefferson St. Room 500

Green Bay, WI

Phone: 920-448-3125

Fax: 920-448-3128

City of Green Bay Risk Management

The Risk Management is the area where you submit the special event application. Risk Management can assist you with general questions regarding your event and can direct you to other departments you may need to contact regarding your event. Risk Management is who you will need to work with if insurance is required for your event.

Contact:

Title	Phone Number
HR Risk Asst.	920-448-3125
Safety Manager	920-448-3091

Please make sure you designate a main contact to help coordinate city services for your event. It is likely City employees will need to meet and/or speak to the Event Coordinator to help ensure needs of the event are met and that specific details about the event are discussed.

- Most special events DO require insurance. Prior to approval of your event, Risk Management will require a certificate of insurance to be provided with appropriate coverage, limits and endorsements.
- Please Note: Risk Management will not approve the event until all applicable departments involved approve the application.
- The contact person listed on the permit will be sent the approved permit unless otherwise requested.

Green Bay Metro Fire Department

The Fire Department coordinates and plans life safety and access issues for all special events. We work with event organizers to determine if fire or emergency medical services are needed. The Fire Department bills special events for emergency medical and fire services based on the actual cost to the department. On average, costs are about \$90 per hour for a staffed ambulance.

Contact:

Title	Phone Number
Fire Marshall	920-448-3289
EMS	920-448-3292

Contact the Green Bay Metro Fire Department for any of the following:

1) You will have fireworks or pyrotechnic devices

These require a Fireworks Permit in addition to the Special Event Permit. Fireworks permits cost \$150, require at least a 30 day notice and are issued by the Fire Department.

2) Restricted access to streets or street closures

Fire lanes must be maintained on all closed streets. Please contact the Fire Department regarding fire lanes.

Anticipated Maximum Crowd Size	Knowledge of and Access to "911" and CPR	Basic First Aid Station(s)	First Aid Station(s) including Nurse	First Aid Station(s) including Physician	Ambulance(s) ALS	Mobile Team(s)
Less than 4,000	Required	Recommended				
4,000 To 10,000	Required	Required	Recommended		Recommended	Recommended
10,000 To 50,000	Required	Recommended	Recommended	Recommended	Required	Required
Over 50,000	Required	Required	Recommended	Required	Required	Required

City of Green Bay Police Department

The Green Bay Police Department coordinates and plans security for all special events. We work with event organizers to determine if police services are needed. The Police Department bills special events for police service based on the actual cost to the department. On average, costs are about \$60 per officer per hour.

Contact Person:

Title	Phone Number
Special Events & Project Lieutenant	920-448-3214
Operations Captain	920-448-3186

Contact the Green Bay Police Department if your event involves:

- 1) Road Closures**
- 2) Serving of alcohol**
- 3) A concert, live music, or your event contains loud noise / music.**

A special note about motorcycle rides, poker runs, and rallies:

The Green Bay Police Department proactively and in response to complaint will investigate and cite as necessary all motorcycles involving SS 347.39(2). That state statute covers illegal exhaust, noise from mufflers, and modified exhaust systems.

City of Green Bay Department of Public Works

The Department of Public Works coordinates street closures and works with events on parking arrangement, street sweeping and water disposal. The Department of Public Works may also assist events regarding run/walk routes.

Contact Person:

Title	Phone Number
Traffic Engineering Technician	920-448-3056

Contact the Department of Public Works if your event involves;

1) Public streets or sidewalks be closed.

The Department of Public Works and the Green Bay Police Department will need to review your request to ensure all safety measures are met and the street closure(s) will not adversely affect traffic flow. The City must authorize all street closures regardless of duration.

2) Special parking arrangements?

Please let the Department of Public Works know the arrangements you are requesting by contacting the Traffic Engineer in the Department of Public Works. Let them know what type, when and where the parking arrangements will be needed. Also, please indicate if you anticipate event parking to overflow onto public streets.

3) Special Power or Utility Requirements?

The Department of Public Works and/or Parks and Recreation Department and will need to review your request to ensure adequate power and electrical facilities and distribution are available. A Power Requirements Form may need to be completed and reviewed by Public Works.

4) Street sweeping or water disposal?

If yes, will you require dumpsters, street sweeping, water disposal, or any other type of cleanup?

Please note: The Green Bay Parks and Recreation Department also has available for rent tables, benches, and garbage cans.

City of Green Bay Park and Recreation Department

The City of Green Bay Park and Recreation Department wants your event to be a success. We can assist you with a festival, fundraiser, 5K or other specialized event utilizing a City Park or other areas such as the CityDeck, Leicht Park, Metro Boat Launch or the Bairds Creek Area.

Contact Person:

Title	Phone Number
Recreation Superintendent	920-448-3384
Parks Superintendent	920-448-3376
Park Department General Number and for Reservations	920-448-3365

Contact the City of Green Bay Park and Recreation Department if your event involves the use of any City of Green Bay City Park, including the CityDeck, or park facility.

When contacting the Parks and Recreation Department regarding your event, please have the following information ready.

- Your contact information
- Date(s) and times of Event
- Rain Date
- Location/Park and/or location within park
- Anticipated attendance
- Reservation Needs: Shelter, CityDeck, Fields
- If you will require additional time for set up or take down
- Whether or not you will be having tents at your event
- Bathroom facilities needs
- Whether or not your event will have vendors, concessions, or will sell alcohol
- Parking needs
- Whether or not you will have music at your event
- Benefit recipient of any profits from the event
- Sponsor of the event

A first time Special Event held in a City of Green Bay Park requires approval of the City of Green Bay Park Committee. The Park Committee requires a Green Bay Parks & Recreation Special Event Request Form (Page 8) to be filled out and submitted to the Green Bay Parks Department at least 60 days prior to your event. Please see page 12 of this booklet for other pertinent information.

Green Bay Parks & Recreation Special Event Request Form

Contact Information:

Name: _____

Address: _____

City/State/Zip: _____

Phone #: _____ - _____ - _____

Email Address: _____

Are you Tax Exempt? Yes / No If yes, your tax exempt form must be on file.

Date(s) and time(s) of your Event: _____

Rain Date of your Event: _____

Park location of your Event: _____

Estimated attendance to the Event: _____

Parking Concerns for the Event: _____

Vehicles are not permitted on any turf areas at any time.

What are your needs for:

Shelters: _____

Bathrooms: _____

Showmobile (Rental fee \$225 plus operator fee: _____

CityDeck: _____

Fields: _____

Will you be putting up tents? Yes / No

If yes, how may and what size: _____

Will any item be placed into the ground such as tent stakes? Yes / No

If yes, Digger's Hotline must be called at least ONE WEEK prior to the event.

Power needs: _____

Water needs: _____

How will garbage needs be handled? _____

Portable Toilets needed? Yes / No

If yes, the event is responsible to contact a vendor and for payment.

Do you need additional dates/times for set up or take down of the event? Yes / No

If yes, what dates: _____

Charges for additional dates are \$105/day

Will you have music at the event? Yes / No

Will anyone be selling at the event? Yes / No

If yes, list any concessions (Food, clothing, etc.) _____

If yes, will alcohol be sold? Yes / No

Have you contacted the City of Green Bay's Risk Management Dept. regarding a Special Event Application and insurance requirements? Yes / No

Is the event co-sponsored with the City of Green Bay? Yes / No

Is the event co-sponsored with the City of Green Bay Park Department? Yes / No

Any additional information: _____

Brown County Health Department

The Brown County Health Department is the division which oversees health regulations regarding food service and sales. Please contact the Brown County Health Department if you anticipate selling or serving food at your event.

Contact Person:

Department	Phone Number
Brown County Health Department	920-448-6400

City of Green Bay Clerk's Office

The City of Green Bay's Clerk's Office is the department which issues licenses. This includes a license to sell alcoholic beverages at your event. The Clerks Office also is the contact office for Public Vehicle License application. A Public Vehicle License is required if your event will have buggy or carriage rides.

Contact Person:

Department	Phone Number
Clerk's Office	920-448-3010

Contact the City of Green Bay Clerk's Office if your event involves;

1) Selling or Providing alcohol.

A separate "Special Class B license" will be required if you wish to sell beer or wine. This license is only approved for NON-PROFIT ORGANIZATIONS. Proof of non-profit status may be required. This license application must be completed and returned at least 10 days before your event. It is recommended that you submit this application at the same time you submit your Special Event Application. Remember: you will also need to hire licensed bartenders to sell alcohol at your event. The City Clerk will also be able to provide you information on how to obtain an Operator's (Bartender) license. Alcohol is allowed ONLY in certain parks. Contact the Green Bay Parks and Recreation Department for details.

*Distilled alcoholic beverages cannot be sold or served at Special Events.

2) Buggy or carriage rides.

You will need to obtain a Public Vehicle License and may need to have the vehicle inspected by the Green Bay Police Department. Please contact the Clerk/Treasurer Office for a license application.

City of Green Bay Building Inspection

The Inspection Department regulates the usage of tents over a certain size. Please refer to the information below if you plan on using a tent at your event.

Contact Person:

Title	Phone Number
Inspection Specialist	920-448-3299
Inspection	920-448-3300

Contact the City of Green Bay Building Inspection Department if your event will have a tent (s) meeting the following;

1) You will be erecting a tent or other temporary structure over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet.

A tent is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.

2) You will be erecting a canopy over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet.

A canopy is defined as a tent that is open on all sides.

If a permit is required you will be required to submit the following information as a minimum:

- A completed project permit application.
- A site plan that shows the location of the proposed tent/canopy on the parcel with dimensions to the property lines and other structures.
- A copy of the tent/canopy flame retardant certificate. (typically furnished by the tent supplier)

Special Notes:

- 1) TENT STAKES WILL NOT BE ALLOWED TO BE DRIVEN INTO ASPHALT (public roadway or parking lot)
- 2) Any tent or structure erected in City parks will need to be marked by Digger's Hotline to ensure the integrity of underground utilities. Digger's Hotline- **1-800-242-8511**

Fees and Other Useful Information

Drones

Drones are prohibited when doing a Special Event. For more information please see Green Bay Municipal Code 27.310.

<http://greenbaywi.gov/law/wp-content/uploads/2013/04/CHAPTER-27.pdf>

Food Trucks

Please be aware that the City of Green Bay does have a food truck ordinance. Please see Green Bay Municipal Code 6.39.

<http://greenbaywi.gov/law/wp-content/uploads/2013/02/CHPTR06.pdf>

Fees

The Special Event Application fee runs from \$25—\$500 depending on the size and type of event. Fees for park facilities, permits, and other city services (fire/EMS, public works, police/security), if applicable, are IN ADDITION to the Special Event Application fee.

Other Information

Sponsors of special events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.

Vendors/Director Sellers

Per Green Bay City Ordinance, vendors participating in your event are not required to obtain a Direct Seller's Permit. All other vendors/sellers should not interfere with your event.

Other Useful Information (cont.)

Portable Toilets

If you are going to be providing portable toilets please indicate the number of toilets you will be making available on the application.

The chart below offers guidelines for number of units needed.

People Attending	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	2	3	3	3	3	3
100-250	3	3	3	3	4	4	4	4	4	6
250-500	4	4	4	4	6	6	8	8	8	8
500-1000	4	5	6	7	7	8	8	8	9	9
2,000	6	10	12	13	14	14	14	15	15	15
3,000	9	14	17	19	20	21	21	21	21	22
4,000	12	19	23	25	28	28	28	30	30	30
5,000	15	23	32	32	34	36	36	36	36	36
6,000	17	28	34	38	40	42	42	42	42	42
7,000	20	32	40	44	46	48	50	50	50	50
8,000	23	38	46	50	54	57	57	57	57	57
10,000	30	46	57	63	66	69	69	72	72	72